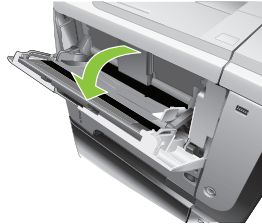
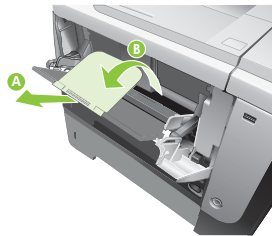
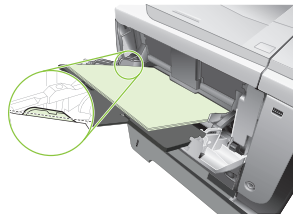
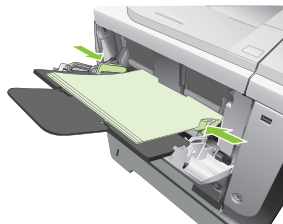




Load paper and print media

How do I?	Steps to perform
Load Tray 1	<ol style="list-style-type: none"><li data-bbox="730 347 905 371">1 Open Tray 1.<li data-bbox="730 592 1045 616">2 Pull out the tray extension.<li data-bbox="730 842 1339 922">3 Load the paper into the tray. Make sure that the paper fits under the tabs and below the maximum height indicators.<li data-bbox="730 1074 1304 1129">4 Adjust the side guides so that they lightly touch the paper stack but do not bend the paper.    

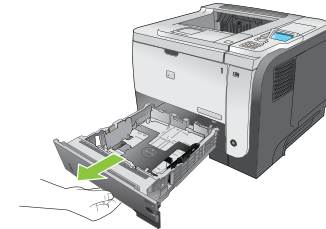


How do I?

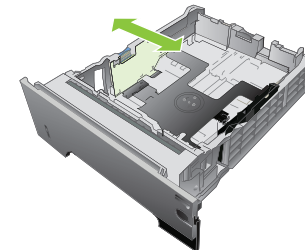
Steps to perform

Load Tray 2 or an optional 500-sheet tray

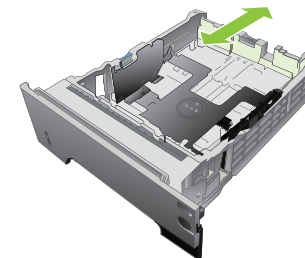
- 1 Pull the tray out and lift up slightly to remove it completely from the product.



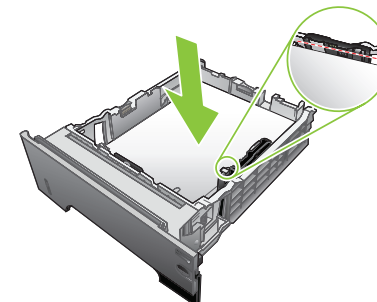
- 2 Pinch the release that is located on the left guide and slide the side guides to the correct paper size.



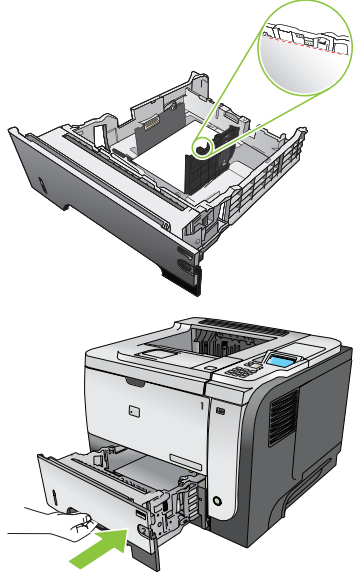
- 3 Pinch the release that is located on the rear paper guide and slide it to the correct paper size.



- 4 Load the paper into the tray. Make sure that the stack is flat at all four corners and that the top of the stack is below the maximum-height indicators.





How do I?	Steps to perform
	<p data-bbox="766 272 1333 327">For A6-size paper, stack the paper no higher than the bottom height indicator.</p> <p data-bbox="730 592 1207 619">5 Slide the tray completely into the product.</p>  <p>The diagram consists of two parts. The top part shows a paper tray assembly with a stack of paper. A circular callout highlights the bottom edge of the paper stack, with a red line indicating the height indicator. The bottom part shows the printer with the paper tray being inserted into the front-loading slot. A green arrow points to the right, indicating the direction of insertion.</p>



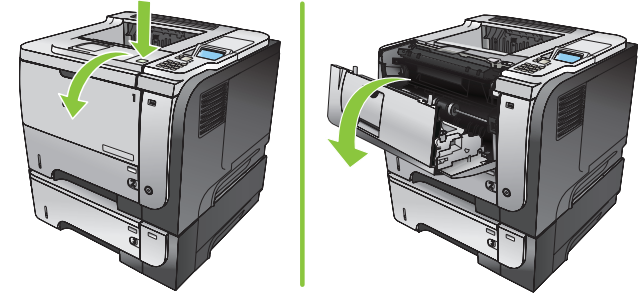
Change the print cartridge

How do I?

Change the print cartridge

Steps to perform

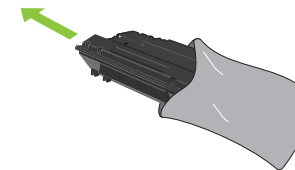
1 Press the top-cover release button, and open the top cover.



2 Remove the used print cartridge from the product.



3 Remove the new print cartridge from the bag. Place the used print cartridge in the bag for recycling.



4 Grasp the front and back of the print cartridge, and distribute the toner by gently rocking the print cartridge five or six times.



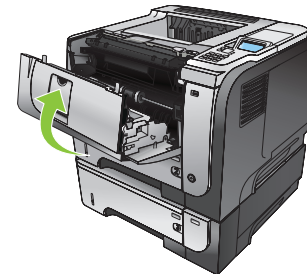
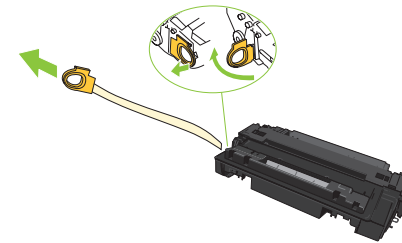
CAUTION: Do not touch the shutter or the surface of the roller.



How do I?


Steps to perform

- 5 Remove the shipping tape from the new print cartridge. Discard the tape according to local regulations.
- 6 Align the print cartridge with the tracks inside the product, and insert the print cartridge until it is firmly seated.
- 7 Close the top cover. After a short time, the control panel should display **Ready**.







Clean the paper path from the product control panel

How do I?	Steps to perform
Create and use the cleaning page	<ol style="list-style-type: none">1 Press the Menu button .2 Press the up arrow or down arrow ▲/▼ to highlight the CONFIGURE DEVICE menu, and then press the OK button.3 Press the up arrow or down arrow ▲/▼ to highlight the PRINT QUALITY menu, and then press the OK button.4 If the product does not have automatic two-sided printing, press the up arrow or down arrow ▲/▼ to highlight the CREATE CLEANING PAGE option, and then press the OK button. If the product has automatic two-sided printing, go to step 5.5 Press the up arrow or down arrow ▲/▼ to highlight the PROCESS CLEANING PAGE option, and then press the OK button. The cleaning process takes several minutes.6 Discard the printed page. The task is complete.



Clear jams

How do I?	Steps to perform
Clear jams from Tray 1	<ol style="list-style-type: none"><li data-bbox="730 316 1344 430">1 Slowly pull the jammed paper or other print media out of the product. If part of the paper has already been pulled into the product, see Clear jams from the top cover.<li data-bbox="730 587 1218 614">2 Press the OK button to clear the message.  



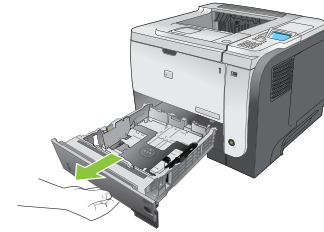


How do I?

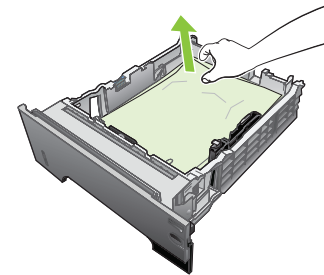
Clear jams from Tray 2 or an optional 500-sheet tray

Steps to perform

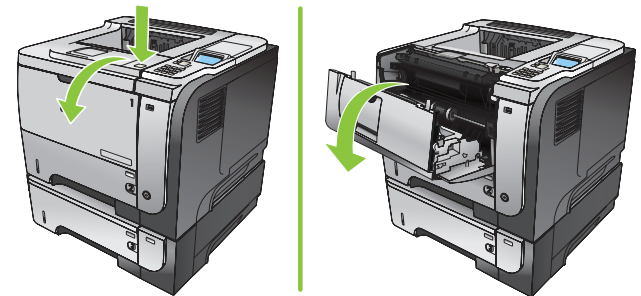
1 Remove the tray from the product.



2 Remove any damaged paper from the tray, and then reinsert the tray.



3 Press the top-cover-release button, and open the top cover.



4 Remove the print cartridge.

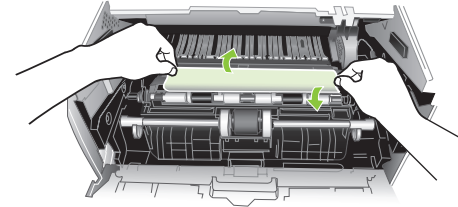




How do I?

Steps to perform

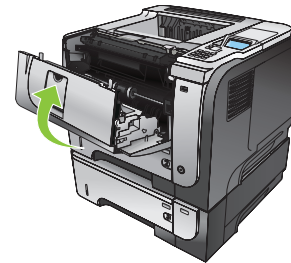
5 Lift the metal plate, and remove any jammed paper.



6 Reinsert the print cartridge.



7 Close the top cover.



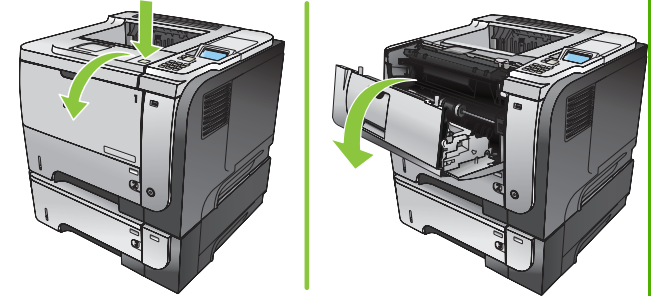


How do I?

Steps to perform

Clear jams from the top cover

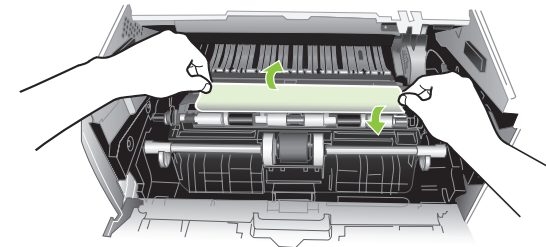
1 Press the top-cover-release button, and open the top cover.




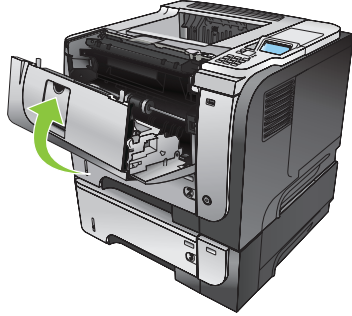
2 Remove the print cartridge.



3 Lift the metal plate, and remove any jammed paper.





How do I?	Steps to perform
	<p data-bbox="730 268 1058 296">4 Reinsert the print cartridge.</p>  <p data-bbox="730 635 982 663">5 Close the top cover.</p> 



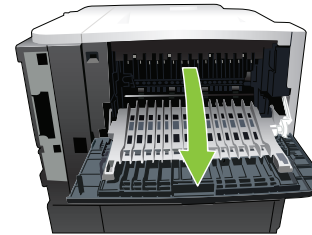


How do I?

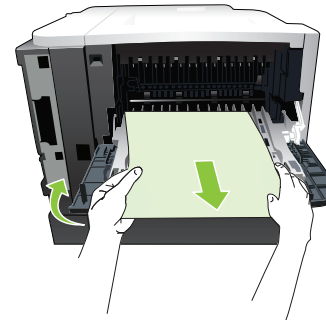
Clear jams from the rear door and the fuser area

Steps to perform

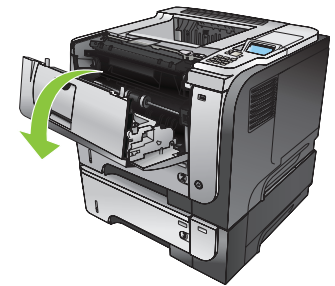
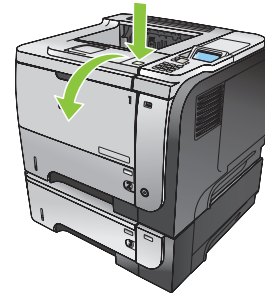
- 1 Open the rear door, and push down so it is fully opened to a 90° angle.
NOTE: The rear door has two positions. It opens to a 45° angle for the rear output bin and to a 90° angle for clearing jams.



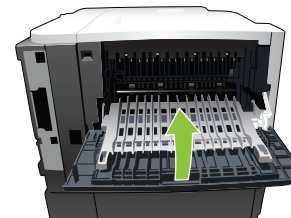
- 2 Remove any jammed paper.



- 3 Press the top-cover-release button, and open the top cover.



- 4 Close the rear door.





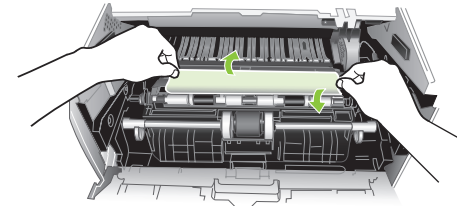
How do I?

Steps to perform

5 Remove the print cartridge.



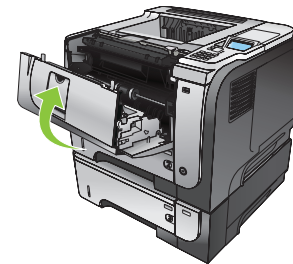
6 Lift the metal plate, and remove any jammed paper.



7 Reinsert the print cartridge.



8 Close the top cover.

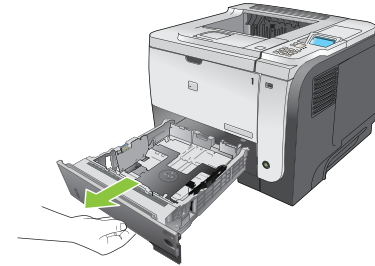


How do I?

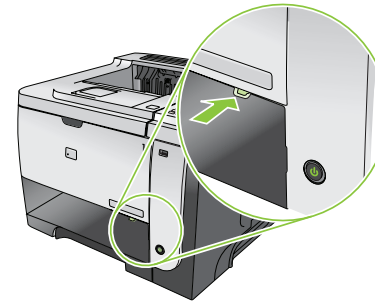
Steps to perform

Clear jams from the duplexer

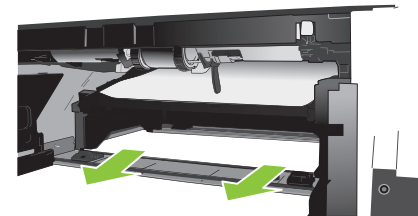
1 Remove Tray 2 completely from the product.



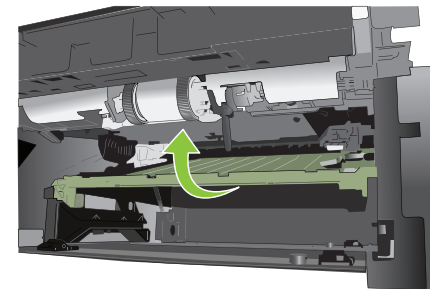
2 Push the green button to release the duplex pan.



3 Remove any jammed paper.



4 Close the duplex pan.

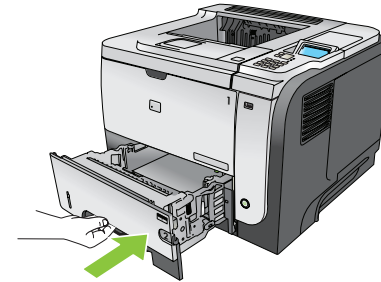




How do I?

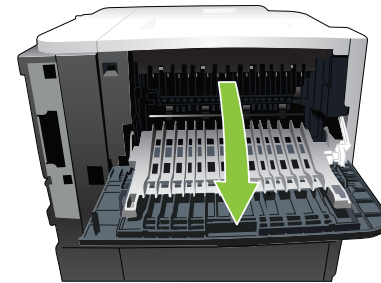
Steps to perform

5 Reinsert Tray 2.

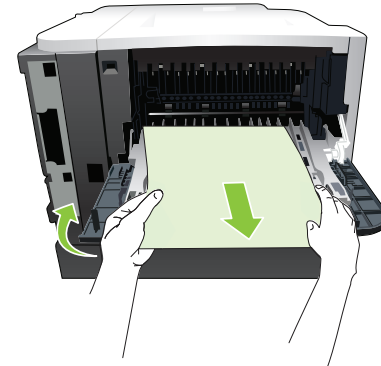


6 Open the rear door, and push down so it is fully opened to a 90° angle.

NOTE: The rear door has two positions. It opens to a 45° angle for the rear output bin and to a 90° angle for clearing jams.



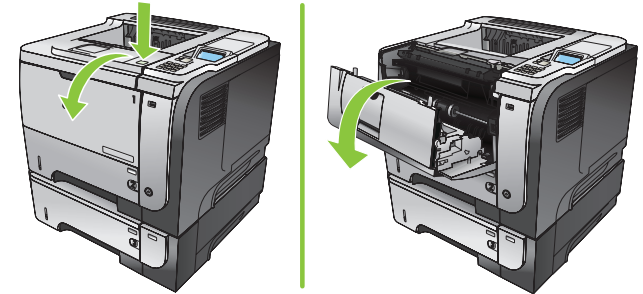
7 Remove any jammed paper.



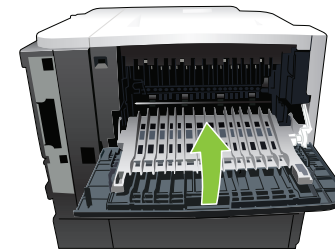
How do I?

Steps to perform

8 Press the top-cover-release button, and open the top cover.



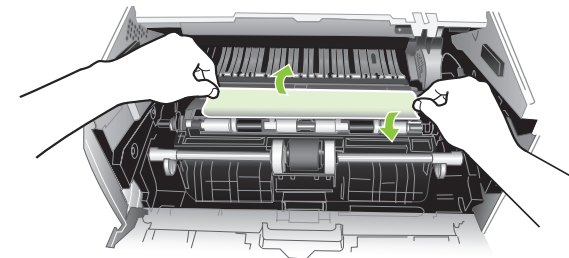
9 Close the rear door.




10 Remove the print cartridge.



11 Lift the metal plate, and remove any jammed paper.





How do I?	Steps to perform
	<p data-bbox="724 268 1060 295">12 Reinsert the print cartridge.</p>  <p data-bbox="724 614 976 641">13 Close the top cover.</p> 